

**CITY OF ABERDEEN  
RESIDENTIAL BUILDING PERMIT PROCESS  
DURING THE COVID-19 EMERGENCY**

The City requires that property owners, contractors, and developers obtain building permits to ensure compliance with all zoning, building, plumbing, electrical, mechanical, and fuel gas codes, as well as any other local, State, and/or Federal laws.

Building permits are required for such things as new construction, additions, garages, carports, porches, decks, patios, fences, sheds, and driveways.

Demolition permits are required if a structure is being removed.

Getting started

The process begins with submission of a building permit application to the permit office at Aberdeen City Hall, 60 North Parke Street. An application can be faxed, mailed, or e-mailed to you, or obtained from the City of Aberdeen website at [www.aberdeenmd.gov](http://www.aberdeenmd.gov).

The permit application must also be submitted with a plot plan, location survey, or approved site plan.

For new construction, decks, additions, and similar projects, the applicant will need to submit a set of construction drawings.

**During the COVID-19 emergency you are strongly encouraged to submit your permit documents by e-mail to [gjones@aberdeenmd.gov](mailto:gjones@aberdeenmd.gov). You may also mail in your paperwork or drop your submittals in the night drop at the entrance to City Hall.**

Zoning Review

The Aberdeen Department of Planning and Community Development (DPCD) will review the building permit application and plot plan/site plan for compliance with the Aberdeen Development Code. If a problem is noted, a permit will not be issued until the matter is resolved.

Plans Review

Where applicable, the construction plans will be forwarded to Harford County for review. The Harford County Department of Inspections, Licenses, and Permits (DILP) performs all reviews of building plans, and all building, electrical, plumbing, mechanical, and fuel gas inspections. All plans must comply with the current building and trades codes as recognized by Harford County. When all agencies have completed the required reviews and all fees have been paid, the permit will be released, along with a copy of the approved plans. Where feasible, permits not requiring Harford County review will be processed the same day.

Fees

All fees must be paid prior to issuance of the building permit.

Building inspection and review fees for Harford County are collected by the City of Aberdeen and forwarded to the County. Any electrical, plumbing, mechanical, and/or fuel gas permits may be obtained from the DILP offices at 220 South Main Street in Bel Air. A schedule of fees can be found at the end of this section.

#### Sediment and Erosion Control Review

Depending on the project, a sediment and erosion control package may need to be completed. This assures proper placement and observance of sediment control measures. The package is available from the permit office and is reviewed by the City Engineer for compliance. Stormwater management measures may also need to be implemented. The City Engineer's office can provide details.

#### Inspections

All inspections for building, plumbing, electrical, and mechanical items are conducted by the Harford County DILP. The Aberdeen City Inspector conducts inspections of sediment control measures and other public infrastructure items (i.e. water meters, sanitary sewer cleanout, curb and gutter, etc.). Residential sprinkler rough-ins will be inspected by the State Fire Marshal's Office.

#### Use and Occupancy

A Certificate of Use and Occupancy must be obtained from the DPCD before a structure can be legally occupied or used. Before this Certificate can be issued, all final building, plumbing, electrical, fuel gas, and mechanical inspections must be conducted by DILP, as well as any inspections conducted by the City Inspector for Aberdeen. If applicable, a certification from a licensed sprinkler contractor must also be provided.

#### Variances

A request for a variance from the Board of Appeals can be applied for if there is a problem due to unique circumstances or other pertinent criteria. Please see the Aberdeen Permit Office for the required submission forms and further details.

PLEASE NOTE: Per Maryland law, the builder of any new home for sale in Maryland must register with the State Attorney General's office and obtain a registration number. If the home is for personal use, the builder will be required to fill out an affidavit indicating such use. Violators will be turned over to the Maryland Attorney General's Office for punitive action(s) per Maryland law.

## **CONTACT INFORMATION**

### **CITY OF ABERDEEN**

Permit Office: 410-272-1600, extension 221

City Engineer: 410-272-1600, extension 222

City Inspector (site issues): 410-272-1600, extension 224

### **HARFORD COUNTY**

Building Inspections: 410-638-3366

Electrical: 410-638-3363

Plumbing/Mechanical/Fuel Gas: 410-638-3215

State Fire Marshal's Office: 410-836-4844

Fire Safety Inspector: 410-836-4848

Harford County Health Department: 410-877-2300